

Area VII Grievance Policies and Procedures

Adopted May 19, 2010

Section A: Purpose - To provide a process for FFA Advisors to discuss complaints and/or problems affecting the Area VII FFA Association.

Section B: Authority

Area VII FFA Association Bylaws, Article XV

The association shall adopt grievance policies and procedures consistent with the policies of the Texas FFA Association. Appeals related to competitive events and awards programs shall be resolved in accordance to the Texas FFA Association Conflict Resolution Policy in the respective competitive event or program policies.

Section C: Policy:

- (a) This policy is not intended to replace the Staff Grievance Policy for FFA staff members (Texas FFA Policy Handbook 30.37).
- (b) This policy is not intended to replace the appeals policies and procedures delineated in handbooks and policies related to leadership development events, career development events, speaking development events, officer elections, scholarship selection and Texas FFA Rodeo or any other program with an appeal or complaint process described in the program rules.
- (b) The organization's intent in implementing this grievance policy is to encourage all problems/concerns be resolved at the lowest possible level. If resolution is not possible, alternative steps are available as outlined in this policy.
- (c) The time limits set forth in this policy are designed to ensure that complaints are resolved in a timely manner. The time lines should be strictly adhered to unless circumstances, such as illness, weather, or conflict with other FFA required activities prevent such adherence.
- (d) All formal grievances must be submitted on Standard Grievance Forms referenced by this policy.

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Section D: Procedures

- (a) All FFA advisors should try to resolve informally any complaints that may arise, with the assistance of the Area Coordinator.
- (b) If the informal complaint is not resolved to the satisfaction of the advisor, the advisor shall submit to the Area Coordinator a completed Level One Standard Grievance Form no later than 10 working days from the date of the informal complaint. The Area Coordinator shall have 10 working days upon written receipt of the formal complaint to resolve the complaint or respond to the complaint in writing.
- (c) An advisor shall have 10 working days from the postmark or electronic timestamp of the Level One Grievance Response to accept the Level One Decision or file an appeal as a Level Two Grievance. After completion of the ten-working day appeal period, a Level One Decision shall be considered accepted and closed. Appeals must be filed with the Area Teacher President, serving as Chairman of the Executive Committee, by completing the Appeal of Level One Decision Standard Grievance Form and attaching documentation of all previous grievance steps. Appeals must be postmarked or electronically time stamped within the 10-day appeal period. The Chairman shall notify the Area Coordinator of said appeal. The Area Coordinator shall submit to the Chairman all documentation related to the grievance.
- (d) If an FFA advisor has a complaint against the Area Coordinator involving discrimination, retaliation or unethical behavior, the FFA Advisor may submit a completed Level Two Standard Grievance Form to the Chairman of the Area VII FFA Executive Committee who shall notify the Area Coordinator of said grievance and will submit the complaint and Area Coordinator's response to the Executive Committee.
- (e) Upon receipt of an Appeal or Level Two Grievance, the Chairman of the Executive Committee will set the grievance to be considered at a future Executive Committee meeting.
- (f) All decisions of the Executive Committee are final.